

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS02121067

DATE POSTED: 05/11/21

POSITION NO: 942127

CLOSING DATE: Open Until Filled (OUF)

POSITION TITLE: Senior Contract Analyst

DEPARTMENT NAME / WORKSITE: Navajo Police Department / Window Rock, Arizona

WORK DAYS: Monday to Friday REGULAR FULL TIME: ☒ GRADE/STEP: BJ65A

WORK HOURS: 8:00am to 5:00pm PART TIME: ☐ NO. OF HRS./WK.: \$ 47,877.84 PER ANNUM

SENSITIVE ☐ SEASONAL: ☐ DURATION : \$ 22.93 PER HOUR

NON-SENSITIVE ☒ TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Incumbent is responsible for mid and upper-level managerial and administrative contract analytical duties and responsibilities; works closely with Office of Management and Budget, Contract Administration, Contract Accounting, Management and Policy, Department of Justice, and Office of the Controller to maintain and use of tribal/federal funds and budgets by sustaining excellent budget management practices, utilizes format and regulatory practices for strict and consistent compliance; obtains, review grants, awards, agreements and contracts, amendments, and subcontracts for Navajo Police Department to negotiate, review scope of work, monitors and coordinates actions taken on agreements, deadlines, amendment between NPD and contractors and grantors; ensures proper disposition of property and closeouts of contracts and grants, maintains a working list of technical records and reports for compliance and evaluative purposes to ensure NPD abides by all regulatory and legal standards and laws-audit ready. Facilitates closeouts of grants/subcontracts and/or modifies, amend or extend.

Monitors and Coordinates actions taken on agreements between the Navajo Police Department contractors and/or grantors; prepares related correspondence and reports; participates in contract negotiations; monitors expenditure reports. Reviews and responds to affiliated correspondence, and consolidates formal reports statistics and complete technical reports; assists the Chief of Police in completing conflicting issues to resolve or proceed in corrective action; established effective working relationships in working with the public, tribal programs, and private sectors; utilizes professional communication skills, carry out necessary contract/grant functions, and maybe assigned other necessary and responsibilities and/or as needed in NPD Finance Section.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Business Administration, Finance or Management; and two (2) years of contract or grant administration experience.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of generally accepted grant and contract administration principles, procedures, practices.

Knowledge of accounting transaction practices and procedures and related tribal, federal, state and local laws and regulations.

Knowledge of procurement, contracting policies and methods.

Knowledge of budget practices, general fund and cost accounting principles and practices.

Knowledge of generally accepted office procedures and equipment including computers, financial/office application software.

Skill in auditing technical records and reports for compliance and evaluative purposes.

Skill in applying judgment in the release of confidential information.

Skill in operating a personal computer and standard office software including word processing, databases and spreadsheet files.

Skill in gathering, consolidating, analyzing facts and drawing conclusions.

Skill in researching, preparing complex technical reports.

Skill in effectively and clearly communicating complex technical concepts, orally and in writing.

Skill in establishing and maintaining effective working relationships with other employees and the public.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.